

871—2.6(84A) Budget and reporting bureau.

2.6(1) *Bureau chief.* The budget and reporting bureau is under the direction of a bureau chief who reports to the division administrator.

2.6(2) *Responsibilities.* Staff of the budget and reporting bureau are responsible for:

- a.* Developing and analyzing both the state and local departmental budgets;
- b.* Collecting and identifying all necessary raw data from the department's divisions for budget preparation;
- c.* Preparing budgets in required formats;
- d.* Providing actual cost reports to the department's divisions for analysis;
- e.* Completing required federal and state reports; and
- f.* Managing the processing of the department's contracts for services.